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Sports and Recreation Bureau

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Provincial Institute leadership development program

1975

SPORTS AND RECREATION BUREAU



Ministry of
Community and
Social
Services



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What is the Provincial Institute?

The Provincial Institute consists of a one-week residential learning experience in each of three years with 60 hours of self-directed study between the first and second, and second and third years.

The goal of the Institute is to help teachers of leisure-time activities for adults, and leaders of community groups to learn and grow in order that they may become more effective personally and professionally.

The design of the Institute is based on the premise that participants in the teaching option have already achieved a high level of proficiency in their specific skill and that participants in the community leadership option have had several years' experience in community groups at an executive level.

Institutes are held in both French and English. It is anticipated that Francophone Institutes will be available in our north and east regions in 1975.

What Will I Learn at the Institute?

The success of good teachers or leaders of adults depends on four things:

- their awareness of and confidence in themselves
- their understanding of other people and their ability to relate to them in positive and helpful ways
- their ability to help adults learn
- a specific area of knowledge and skill.

Your learning will be concentrated in the first three areas of competency listed above. If you are seeking an upgrading workshop in your particular skill area, the Institute experience will not be able to meet your needs. Areas of learning will include:

- how to communicate with and relate to others in positive ways
- how to become a sensitive listener
- how to give and receive positive, non-judgemental feed-back about your own and others' behaviour
- how to be flexible in your role relationships
- how to diagnose situations and apply rational problem-solving methods

- how to resolve conflict in groups
- an understanding of community organization
- an understanding of life-long learning and how to use it to help you solve life's problems, both personal and professional.

How Will I Learn at the Institute ?

A good learning environment is one in which the learner gets fully involved emotionally as well as intellectually with his fellow learners and the resource staff.

At the Institute this is achieved by minimizing lecturing and "talking at" you and maximizing your opportunities for face-to-face involvement with other participants. This method relies heavily on working in groups using a variety of exercises, simulations, and games, all of which have back-home applications.

Note: While the Institute uses group methods for learning, it is not designed as a therapy or sensitivity session.

Why is the Institute Residential ?

The residential requirement is a very important part of the Institute philosophy on adult learning. From our experience, we have found that a well-chosen residential setting provides you with the following benefits:

- surroundings of physical beauty
- isolation from the cares and demands of your everyday life
- an opportunity for full involvement in the learning process
- an opportunity to think, to mediate, perhaps even to dream
- a variety of settings, some serious, some humorous in which you can learn with and from other people.

What are the Requirements for Admission ?

I GENERAL REQUIREMENTS

Each applicant is required to submit:

1. A personal letter setting out the learning needs you have identified for yourself that the Institute learning experience might meet.
2. Letters of recommendation from two people who know you and your work in the community. (See guidelines for these letters on page 4.)

NOTE: Level of formal education is not a factor in determining admissability to the Institute Program.

II SPECIFIC REQUIREMENTS

A. LEADERS OF COMMUNITY GROUPS OPTION

- You have a strong commitment to working with people. This has been demonstrated by your participation in groups, organizations, or other community activities.
- You have a desire to learn and a desire to develop your potential for group leadership in your community.
- You have current responsibility at an executive level for some aspect of leadership in a community organization, e.g. recreation committee, church group, service clubs, agency, etc.

B. TEACHERS OF LEISURE-TIME ACTIVITIES OPTION

- You will have demonstrated a high level of knowledge and technical competency in your in your skill area--art, dressmaking, crafts, slimnastics, drama, sport, etc.
- You will have had some successful teaching experience or you have demonstrated a strong commitment to people through other community activities.
- You have a desire to learn and to develop your potential for teaching and working in your community.

● Special requirement - Teachers of art & crafts

If you are or plan to be a teacher of art or crafts, please enclose with your application five slides or coloured photos of your work with some explanatory notes on technique, media, etc.

● Special requirement - Teachers of dressmaking

Applicants for this section are required to submit a tailored shirt of their own making. The garment should be of woven material with long sleeves and a collar. It will be returned.

● Special requirement - Teachers of other skills

Teachers of other skills in which there is no end product available for submission will be interviewed by a staff member of the Institute to affirm their level of competency in their skill area.

Instructions re Letters of Recommendation

Please ask your referees to include the following information in their letters of recommendation:

1. Their relationship to you.
2. Their feeling about the kind of teacher/leadership training that would be useful for you.
3. Their feeling about the work you are now doing.
4. Other relevant comments.

NOTE: Letters of recommendation should be sent directly to the Bureau regional office where you are applying. All letters will be kept in strict confidence.

General Information

Cost

The registration fee is \$10.00. Cost of board and room varies with the residential setting chosen but ranges between \$75.00 and \$100.00 for the week. Your travel costs to the Institute in your region in excess of \$25.00 (by public transportation) will be paid by the Bureau.

Time

The Institutes will be held in May and June 1975. Specific dates and locations will be available early in 1975. Contact your Sports and Recreation Bureau Regional Office for this information.

The Certificate

On completion of the three year program, participants receive a certificate from the Sports and Recreation Bureau of the Ontario Ministry of Community and Social Services.

Graduates may teach a particular skill in an adult night school program, an activity in a community recreation program or may work for the community in a volunteer capacity.

There are already several hundred graduates of the Provincial Institute in Ontario and elsewhere. Many school boards, community colleges, recreation departments and other agencies throughout Ontario recognize graduates of the Institute and hire them as instructors in the informal night school leisure programs.

However, possession of the certificate does not guarantee either employment or preferential treatment.

Application Form
Ministry of Community and Social Services
Sports and Recreation Bureau
Provincial Institute
1975

NAME _____ HOME PHONE _____

ADDRESS _____ BUSINESS PHONE _____

AGE GROUP 20 - 30 30 - 40 40 & up

Please enrol me in the Provincial Institute, Leadership Development Program.

My special interest area is -

☐ Art (drawing, painting, sculpture, etc.) _____

☐ Drama

☐ Crafts (My craft is _____)

☐ Leadership in Community Groups

- State specific area of interest
e.g. youth, adults, seniors _____

☐ Dressmaking

☐ Fitness and Slimnastics

☐ Sports (My sport is _____)

☐ Other _____

(Please complete the other side also.)

I am now doing _____

Other training I have had _____

PROCEDURE FOR APPLYING

Send this application form with:

- Registration fee, \$10.00, cheque made payable to LEADERSHIP ACCOUNT.
- Personal letter telling us what learning needs you have identified for yourself that the Institute might meet.
- Ask two people who know your work to write letters on your behalf. Please see instructions about letters of recommendation on page 4.
- If you are a teacher of art or crafts, enclose five slides or coloured photos of your work with some explanatory notes on technique, media, etc.
- If you are a teacher of dressmaking, please submit your tailored shirt.

Mail to the Regional Office of the Sports and Recreation Bureau in your area. See list opposite.

DEADLINE - April 1, 1975

Sports and Recreation Bureau Regional Offices

Northwest

10 Water Street Thunder Bay, Ont. P7B 2S6	344-9601	District of Thunder Bay and isolated communities in Patricia
18 King Street Dryden, Ont. P8N 1B1	223-2271	Districts of Kenora, Rainy River and south- ern Patricia

Northern

1349 Lasalle Blvd. Sudbury, Ont. P3A 1Z5	566-3480	District of Sudbury (except area covered by Sault Ste. Marie office) and Manitoulin
222 McIntyre St. West Third Floor, Box 327 North Bay, Ont. P1B 2Y8	474-3540	Districts of Muskoka, Timiskaming, Parry Sound, Nipissing and Cochrane
123 March Street Box 68 Sault Ste. Marie, Ont. P6A 5L2	256-2200 or -2209	District of Algoma and northwestern section of Sudbury

Southwestern

495 Richmond Street 5th Floor London, Ontario N6A 5A9	438-5111	Counties of Middlesex, Elgin, Kent, Essex, Lambton and Huron
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Waterloo Square Suite 501 Waterloo, Ont. N2J 1P2	579-3130	Counties of Waterloo, Perth, Wellington, Oxford and Brant
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374 Seventh Avenue Hanover, Ont. N4N 2H9	364-1626	Counties of Grey and Bruce
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Central

135 James St. South Suite 425 P.O. Box 870 Hamilton, Ont. L8N 3N9	526-9300	Regional Municipalities of Niagara, Hamilton- Wentworth, Halton. Counties of Norfolk and Haldimand
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400 University Ave. 24th Floor, Travelers Tower Toronto, Ont. M7A 1H9	965-6311	Boroughs of East York, North York, Scarborough & Etobi- coke, City of Toronto, Regional Municipality of Peel. Cities of Oshawa, Ajax, Whitby and the Township of Pickering
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110 Dunlop St. East Box 910 Barrie, Ont. 14M 4T2	726-8250	Regional Municipality of York, Counties of Dufferin, Simcoe, Victoria, Haliburton, Ontario, and northern part of Regional Municipality of Durham
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Eastern

14 Bridge St. West 968-3506 Counties of Durham,
P. O. Box 816 Hastings, Northumber-
Belleville, Ont. land, Peterborough and
K8N 5B5 Prince Edward

Rideau Trust Bldg. 232-1116 Counties of Carleton,
1 Nicholas St. Dundas, Glengarry,
11th Floor, Room 1116 Lanark, Prescott,
Ottawa, Ont. Renfrew, Russell
K1N 7B7 and Stormont

1055 Princess Street 544-6206 Counties of Frontenac,
Box 970 Grenville, Lennox &
Kingston, Ont. Addington, and Leeds
K7L 4Y3

3 1761 11546535 3

